

Housing Newsletter



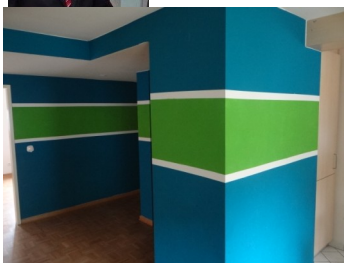
Wiesbaden: Your Home in Germany!

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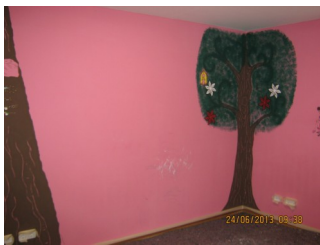
Housing Chief's Corner



As we move into the summer months servicemembers and their families also start to prepare for upcoming Permanent Change of Station (PCS) moves. Summer is usually a period of high turnover for housing also known as “Peak Season”. During this timeframe one of the most frequently asked ques-

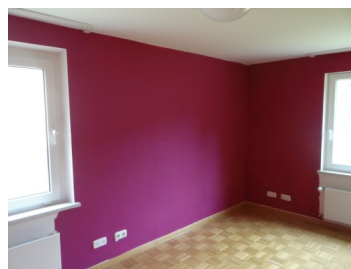
tions is. What do I need to do to clear housing? The majority of things needing to be done can be found in the housing resident handbook. A copy of the handbook is available on our website for viewing or downloading at the following URL: <http://www.wiesbaden.army.mil/sites/newcomers/housing/ResidentHandbook.pdf>

During this process residents continually ask about the need to paint their quarters upon departure. Knowing the rules and guidelines on painting could help save you time and money. Under normal circumstances if you live in on-post quarters for three years or more you will not be required to paint your quarters, as the Gov-



ernment will do this as part of the vacant quarters main-

tenance. Unless, you have painted your quarters to the extent that two coats of white paint will not cover the color you painted the wall. In these cases the resident has the responsibility to paint the quarters bringing it back to their original color (white) before clearing or they will be charged for the additional painting. The enclosed photos give you an idea of what I mean. If you are clearing quarters before the three year mark, then the quarters should be in the same condition (minus fair wear and tear) as when they were assigned. Scheduling a pre-termination inspection will help in determining the amount of work that will need to be done and will provide you with all the information needed to properly clear your quarters.



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Special points of interest:

- Painting
- Sports Fields
- FSBP 2020 Roles & Responsibilities
- Crestview Renovations
- Temporary Lodging Allowance

Hot Topics

Newman Village Sports Fields



Newman Village Baseball Field



Now that school is out in USAG Wiesbaden kids are on the lookout for things to do during the summer. One of these things is the use of the new sports fields located by the entrance to Newman Village. The new sports fields in Newman Village include a baseball field, soccer field, tennis courts, basketball court and outdoor skating rink. Although most of these facilities look ready for use, only one of them is currently in use, which is the soccer field.

The remaining facilities which include the baseball field, basketball court, tennis courts and outdoor skating rink are not ready for use and are still under construction. The Transformation Stationing management Office and Housing Division conducted a joint inspection with the Corps of Engineers and contractors. Several safety deficiencies were noted that will need to be corrected prior to the facilities being released for usage. Other areas such as the soccer field will only be used for organized athletics through the Department of Morale, Welfare and Recreation (MWR). Once opened, use of the facilities will be scheduled through MWR.

Another inspection of the sports fields is scheduled for the end of July to ensure all safety deficiencies and construction deficiencies were corrected. Once accepted the facilities will be open for use. However, until this happens the Housing Division asks that residents and children not play on the fields or enter the construction sites; your safety is our number one priority. We look forward to the opening of the facilities and will keep you posted as we reach the final inspection.



Outdoor Skating Rink



Newman Village Tennis Courts



Newman Village Soccer Field



Heavy equipment being used at the skating rink



Unaccompanied Personnel Housing (UPH)

In a continuation from last month's newsletter we will focus this month on the roles and responsibilities of the Housing Division. The following article outlines the roles and responsibilities of the Housing Division which are discussed in-depth in the FSBP 2020 Handbook on pages 8 and 9. The handbook is available for viewing or download at the following URL:

<http://www.wiesbaden.army.mil/sites/newcomers/housing/HousingWebsite.htm>

The garrison Housing Manager serves as the primary point of contact (POC) and subject matter expert (SME) for Unaccompanied Housing (UH). Trained and proficient in UH operations, management, budget development and execution, contract and database management, training, and regulatory guidance, the Housing Manager's expertise is critical in supporting the garrison DPW and Directorate of Plans, Training, Mobilization, and Security (DPTMS) as well as military units. The Housing Division's primary responsibilities in UH include:

Housing Program Administration:

- ☐ Ensuring compliance with housing policy (permanent party, training and transient)
- ☐ Processing and managing Certificates of Non-Availability (CNA)
- ☐ Continuing to reduce excess payments of housing allowances at the with or without dependent rate.
- ☐ Managing Exceptions to Policy for Unaccompanied Personnel with Dependents ("geographic bachelors") to reside in UH
- ☐ Processing requests for Temporary Lodging Allowance (TLA)/Temporary Lodging Expense (TLE)
- ☐ Training units on UH program, policies, and cyclical training on the eMH system
- ☐ Analyzing and validating Barracks Occupancy Reporting (BOR) in eMH
- ☐ Providing input to the Installation Status Report – Services (ISR-S) evaluation
- ☐ Leading quarterly partnering sessions with garrison and unit leadership
- ☐ Providing a Contracting Officer's/Quality Assurance Representative for furnishings, appliances and drayage
- ☐ Conducting furnishings management – requisition, issue, turn-in, repair, disposal, warehousing, and accountability of UH furnishings, etc.
- ☐ Inventorying furnishings cyclically (warehouse, hand receipts)
- ☐ Providing replacement furnishings requirement
- ☐ Budgeting for furnishings and future programs
- ☐ Executing customer satisfaction survey

Property Management:

- ☐ Providing UH management for Senior NCOs and Officers
- ☐ Monitoring recurring inspections of UH
- ☐ Coordinating with unit leaders and stakeholders as units deploy and redeploy

Facility Management Planning:

- ☐ Providing input to the UH Master Plan for incorporation into the Annual and Long Range Work Plans

Facility Management Administration:

- ☐ Reviewing Individual Job Order (IJO) Work Orders
- ☐ Reviewing diversion / conversion requests
- ☐ Completing FSBP 2020 Quarterly Dashboard

Next month we will focus on the Directorate of Public Works at its roles and responsibilities in supporting FSBP 2020.

Update on Crestview Renovations



You only need to take a short walk in the Crestview housing area to see that construction is in full swing. Scaffolding is up around a large portion of housing units; which are all in various stages of the renovation.

The renovation project is scheduled to go through the end of October providing that the weather holds out. The project calls for the repair of roofs, balconies and painting of building exteriors for 18 buildings in Crestview. The affected buildings are 7006, 7008, 7009, 7010, 7024, 7029, 7030, 7031, 7032, 7033, 7034, 7035, 7036, 7037, 7038, 7039, 7063, and 7065.

Although this is not a long term project it is still and inconvenience for residents living in these buildings. The housing office would like to remind residents that they are not to remove the door braces on balcony doors and once the project starts to stay off their balconies throughout the course of the project.

The contractor is required to remove the balcony rails and balcony covers as pointed out in the picture above during the renovation. This will expose the concrete slab with no safety rails. Residents who remove the bracing blocking the use of the balcony door put themselves and others at risk, so please do not tamper with the balcony doors.

Residents with questions concerning this project can contact the housing facilities branch at DSN 337- 6376 or civilian 0611-705-6376.



Frequently Asked Questions



Where will I live when I receive PCS orders to Wiesbaden?

All accompanied Servicemembers assigned to Wiesbaden will be housed in the Wiesbaden community unless an exception to policy (ETP) is granted due to extraordinary circumstances. Quarters for accompanied personnel are located in Newman Village, Aukamm, Crestview and Hainerberg Housings Areas. Dependent upon availability of quarters, our goal is to offer you the choice of two sets of quarters and if possible from separate housing areas, but we do not maintain separate waiting lists for specific housing areas.

What is a wait list?

Waiting lists are used to accommodate proper queuing of housing applicants based on priority, eligibility date, grade, category and bedroom requirement. Also the web-based housing application allows for offers and assignments to available dwellings only after personnel have been added to a waiting list.

Once placed on a wait list, may I transfer to a different wait list?

Yes, if there is a change/addition to Family composition or when promotion status results in eligibility for housing in a higher grade category (e.g.; junior to senior NCO or company grade to field grade officer, etc.).

What happens if someone has the same eligibility date as me?

Unless someone has a higher assignment priority, the person applying first would be above the other on the waiting list.

Do I get credit if I'm coming from a dependent restricted tour? How much credit (months) do I get from being on a dependent restricted tour?

Upon completion of a dependent restricted tour, including involuntary extension beyond initial tour, eligibility date for housing would be the date the Servicemember departed the previous duty station for the dependent restricted tour or a maximum 14 month credit.

How much is the rent for off-post housing in Wiesbaden?

Soldiers must have been issued a Certificate of Nonavailability (CNA) to receive housing allowance to live off-post. The rent for a dwelling unit or house is based on the locality, square footage and amenities. Therefore, prices will vary. Please visit www.AHRN.com (Automated Housing Referral Network) and view the link for Wiesbaden, Germany. This will require the Servicemember or spouse to establish an account. The web site will provide up to date information on available dwelling units, price, square footage and amenities in and around the Wiesbaden area.

How and who is starting and stopping my Overseas Housing Allowance (OHA).

This is a finance action; however, designated Housing Division personnel are certifying officials for starting and stopping OHA, if you have been issued a CNA.

As residents get settled into their homes after their Permanent Change of Station (PCS) to Wiesbaden. They normally start looking for ways to improve their home and become a part of the community. As in every summer season the housing office would like to remind residents that there are restrictions to what can be placed in their yards. Privately installed outdoor play equipment such as swing sets, trampolines and other fixed play equipment is prohibited; as these items are readily available on all playgrounds throughout the housing area. Moreover, personal garden sheds or storage sheds are also not authorized at government quarters. The housing resident handbook will answer most questions that residents have on this subject. A copy can be obtained from our website at the following URL : <http://www.wiesbaden.army.mil/sites/newcomers/housing/ResidentHandbook.pdf>

Residents with additional questions concerning this policy or other located in the housing resident handbook can contact the housing office at DSN 337-5556 or civilian 0611-705-5556.



Transformation:



Wiesbaden Satellite Housing Service Office (HSO) in Heidelberg

This is just a reminder to our Heidelberg customers that the Wiesbaden Satellite Housing Service Office (HSO) in Heidelberg will be closing at the end of August 2013.

1 March 2013, USAG Wiesbaden Housing Support Office (HSO) contractor (Aspen) opened a Satellite Office collocated with the Heidelberg Housing Office to coordinate viewing appointments for authorized off-post housing customers moving to the Wiesbaden footprint (NTE 50KM radius from Clay Kaserne). This initiative helped ease the transition of Heidelberg Soldiers/employees moving to off-post housing in Wiesbaden. This effort did not diminish customer service or the ability of customers to seek similar off-post housing support from the main Aspen office on Clay Kaserne.

As Heidelberg prepares to close our satellite office must also close to allow Heidelberg housing office the needed time to close operations. Customers still requiring support can contact the main office located in Building 1023 West on Clay Kaserne.

Temporary Lodging Allowance

Temporary Lodging Allowance (TLA) is provided to partially reimburse a member for the more than normal expenses incurred while occupying temporary lodging. This memorandum outlines the servicemembers responsibilities and authorizations TLA entitlements.

TLA on Arrival: Servicemembers are authorized TLA as prescribed in the Joint Federal Travel Regulation (JFTR) and AER 37-4. TLA eligibility for arriving servicemembers depends on the following:

1. Occupancy of temporary lodging at personal expense.

2. Proof that the newly arrived servicemembers has applied for Government quarters if required by the respective Service.

3. Proof that the newly arrived servicemember is aggressively pursuing private rental housing (PRH) when told Government quarters will not be available for assignment within 60 days of arrival. The servicemember should not rely solely on the Wiesbaden HSO Office to find Private Rental Housing (PRH).

The servicemember is required to submit to the housing office a list of PRH visited during each 10-day period. The list should include reasons for non-acceptance and must be certified by the housing office. The list will be used to justify continuation of TLA for the next 10-day period. The housing office will stop TLA if the Servicemember does not actively seek PRH or does not provide the aforementioned PRH list.

TLA on Departure: TLA for departing SMs depends on the following:

1. Occupancy of temporary lodging at personal expense.

2. The servicemember scheduling quarters-clearance appointments no earlier than 10 days before departure 3 days when Government-contract cleaning is involved.

3. Lease termination arrangements that maximize the stay in private rental housing.

A servicemember who acquires or has dependents with them while serving at a permanent duty station outside the continental United States is authorized TLA on departure for those dependents if they are command-sponsored. Departing servicemembers who are delayed may be granted TLA extensions if the delay is for one of the following reasons and if it is not the fault of the servicemember or the servicemembers dependents:

1. Duty-related demands delay port call.

2. Illness prevents the servicemember or the servicemember's dependents from traveling. A doctor's certification is required.

Temporary Lodging Allowance (Cont.)

Termination of TLA: TLA entitlement will end the day before:

1. The servicemember signs for permanent Government quarters or enters into a lease or mortgage. In any case, TLA must stop the day household goods are delivered (JFTR, para U9160J).
2. The servicemember refuses to occupy suitable or adequate Government quarters or private rental housing.
3. Single private rental housing becomes available to the servicemember who has a Certificate of Non-availability (CNA) based on the lack of bachelor quarters, but who continues to search for Family quarters to accommodate non-command-sponsored dependents.

Non-eligibility for TLA: TLA is not authorized when:

1. Temporary lodging is not occupied except as specifically authorized in paragraph 9 or 10 of AER 37-4.
2. The servicemember, once assigned permanent quarters, delays delivery of household goods for personal reasons.
3. The servicemember fails to aggressively seek private rental housing.
4. The servicemember asks to be bypassed on the quarters list for reasons other than allowed by Service directives.
5. Single servicemembers in the grades of E7 and above and officers decline available adequate transient facilities while pursuing housing as defined by applicable Service directives.
6. The servicemember fails to register with the HSO when told to seek private rental housing.
7. The servicemember refuses private rental housing because the landlord does not allow pets.
8. The servicemember vacates quarters early for personal reasons.
9. The servicemember delays inspection of Government quarters for personal reasons.
10. The servicemember delays port call or airline reservations for personal reasons.
11. The servicemember schedules the permanent quarters termination appointment for personal reasons more than 10 days before departure (3 days when Government-contract cleaning is involved). This restriction does not apply to servicemember's authorized full or restricted JFTR household-goods weight allowance when furniture loaner kits are not available.
12. The servicemember is on leave out of the country where stationed, is on permissive TDY, or is hospitalized, unless command-sponsored dependents remain in the vicinity of the servicemember's PDS. The rate payable will be based on the number of dependents who continue to occupy temporary lodging.
13. Family members leave early under the provisions of the JFTR, paragraph U5240 or U5900 (except as provided in the JFTR, para U5900-C).
14. Concurrent travel of dependents is approved to a private residence that is leased, rented, or owned by the servicemember, servicemember's relatives, or friends.

TLA Payment: TLA is paid in 10-day increments. If the TLA period is shorter, TLA will be paid only for the authorized days. Servicemembers who receive a Statement of Non-availability from the Wiesbaden Guest house must first pay their hotel bills and will receive reimbursement from finance. Fort service-members residing in the Wiesbaden Army Lodge payment will take place through electronic funds transfer from the local finance office.

Contact the Housing Office

Hours of Operation On-Post:

Monday to Thursday: 7:30 a.m. to 4:00 p.m.
Friday: 7:30 a.m. to 3 p.m.
Saturday, Sunday, U.S. holidays: Closed
German Holidays: Limited Service
Tel. DSN/CIV: 337-7058 / (0611) 705-7058

Hours of Operation Off-Post:

Monday to Friday: 7:30 a.m. to 4:00 p.m.
Saturday: By appointment only
Sunday, German Holidays: Closed
Tel. DSN: 337-7059 or 337-5495;
Civ: (0611) 705-7059 or (0611) 1746-393

Heidelberg Satellite Office:

Monday to Wednesday 8:00 AM to 4:00 PM
Thursday 10:00 AM to 4:00 PM
Friday 08:00 AM to 2:00 PM
No appointments Saturday, German or American
Holidays
DSN: 387-3291 or 387- 3300
Civ: 06221-4380-3291 or 06221 4380-3300

Inside the next issue

- *Unaccompanied Personnel Housing*
- *Building 7016 Renovation Update*
- *Frequently Asked Questions*
- *Building Coordinator Program*

Email on-post housing at : usarmy.wiesbaden.imcom.list.hsg-information@mail.mil

Email off-post housing at : usarmy.wiesbaden.imcom.list.hso-information@mail.mil



A weather vane in Crestview housing area dedicated in memory to the Berlin Airlift in 1949